US ERA ARCHIVE DOCUMENT

Attachment 3

Hazardous Waste Management Enforcement Strategy

STATE OF DELAWARE

DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL DIVISION OF AIR AND WASTE MANAGEMENT HAZARDOUS WASTE MANAGEMENT ENFORCEMENT STRATEGY

INTRODUCTION

Environmental enforcement is a many-faceted program that ranges from technical guidance on correcting deficiencies up to courtroom litigation. The principal objective of enforcement is to achieve an improved environment through compliance with environmental laws and regulations.

The Division's enforcement policy will be firm, fair, and consistent. We believe that a strong enforcement posture will prove the best deterrent to potential violators. This strategy sets forth a consistent approach for all enforcement cases in Delaware.

The achievement of high rates of environmental compliance in the hazardous waste management program is a primary objective of the State and EPA. Delaware received final authorization to administer this program in 1986 and has received further authorizations for program revisions in 1996 and 1998. EPA will continue to provide oversight to ensure that Delaware's program is consistent with national objectives and adequately enforceable.

The Division will place greater emphasis on major polluters of the environment than it has in the past and will find more efficient ways to deal with minor complaints.

The strategy reviews cases where non-compliance is likely to arise and determines the appropriate enforcement action to be taken by the Department. The intent of this strategy is to provide firm, consistent, equitable, management supported decisions on violations, preventing decisions from being made reactively and hastily on a case-by-case basis.

STATE EPA RELATIONSHIPS

It is imperative that all enforcement activities be coordinated closely between the Department and EPA. The Department will use the current EPA Enforcement Response Policy (ERP) when evaluating enforcement cases, and the EPA Civil Penalty Policy will be considered in assessing fines under the RCRA program.

ENFORCEMENT

The Department utilizes various enforcement mechanisms to deal with non-compliance. The mechanisms range in strength, depending on the severity and complexity of the non-compliance, from a Notice of Deficiency, through a Letter of Warning, Notice of Violation, Secretary's Order, Civil Action, Criminal Action, to an Imminent Hazard Order. Experience from our inspections and our compliance-monitoring program has helped us to determine which enforcement mechanisms are most appropriate for certain kinds of violations.

The EPA Enforcement Response Policy establishes a set of minimum standards, which the Department must apply. Violations drawing the most severe initial actions will be those which involve danger to human health and the environment, intentional violations, violations that result in a financial gain for the violator, and repeat offenses.

At all times, enforcement must be at least as stringent as the requirements of the national criteria for RCRA. The Department will follow the ERP guidelines for categorizing violators as either Significant Non-Compliers (SNCs) or Secondary Violators (SVs) and when determining the appropriate enforcement action for non-compliance with the State's hazardous waste regulations. A timely and appropriate enforcement action will return the facility to compliance, as well as deter any future or potential non-compliance. It is also a valuable tool in considering judicial enforcement as opposed to administrative actions.

The Department's enforcement mechanisms consist of the following:

I. <u>Notice of Deficiency (NOD)</u>

A Notice of Deficiency is issued when an application or a required facility document has been found to lack certain required information necessary to perform an adequate review.

II.. Letter of Warning (LOW)

A Letter of Warning is issued for paperwork violations where there is no potential hazard to human health or the environment.

III.. Notice of Violation (NOV)

A Notice of Violation is issued for a potential hazard to human health and the environment: for example, in case of a paperwork violation or a minor waste management violation.

IV. Secretary's Order (SO)

A Final Secretary's Order is issued to stop operations and to order the implementation of corrective actions approved by the Department.

V. Compliance Order/Schedule (CO)

A Compliance Order or Compliance Schedule is equivalent to a Secretary's Order and is issued to allow a facility to operate while implementing corrective actions which would require considerable time to alleviate a violation. For example: an owner or operator has taken all the required corrective actions except for installing a groundwater monitoring system, evaluating any groundwater contamination, and providing a mechanism for groundwater clean-up. The implementation of the groundwater-monitoring program will require considerable time. A Compliance Order or Schedule is issued to allow the company to resume normal business operations while implementing the groundwater-monitoring program. The Order or Schedule will require the company to meet specific deadlines. If the Order or Schedule is not adhered to, then the Department could pursue litigation under VI below.

VI. Civil Action (CA)

A Civil Action may be undertaken when at least one of the following occurs:

- a negligent act that causes injury or produces an imminent or substantial hazard to human health or the environment;
- a violation created by financial constraints of the violating party;

- a repeat violation where an NOV or SO has been issued in the past;
- Noncompliance with a Secretary's Order issued by the Department.

VII. Criminal Action (CRA)

Criminal Action requires at least one of the following:

- a knowing act that causes injury to human health or the environment:
- a violation that results in a profit for the violating party.

VIII. Imminent Hazard Order

In the event the Secretary receives information that the storage, transportation, treatment, or disposal of any hazardous waste may present an imminent and substantial hazard to the health of persons, or the environment the Secretary may issue an order directing the owner or operator of the treatment, storage or disposal facility or site, to take the necessary steps to prevent the act or eliminate the practice which constitutes such hazard.

INSPECTIONS AND COMPLIANCE MONITORING

Inspection frequency and thoroughness are consistent with the national strategy. Specific actions are noted in annual work programs agreed upon between the Department and EPA. The compliance-monitoring program has been closely coordinated with our permitting program. It is the Department's belief that personnel involved with permitting best know the facilities and are most qualified to conduct inspections. It is also important for the compliance monitoring activities to be closely coordinated with the enforcement program. Accordingly, meetings between compliance and enforcement personnel are conducted on a regular basis to determine where enforcement actions should be taken.

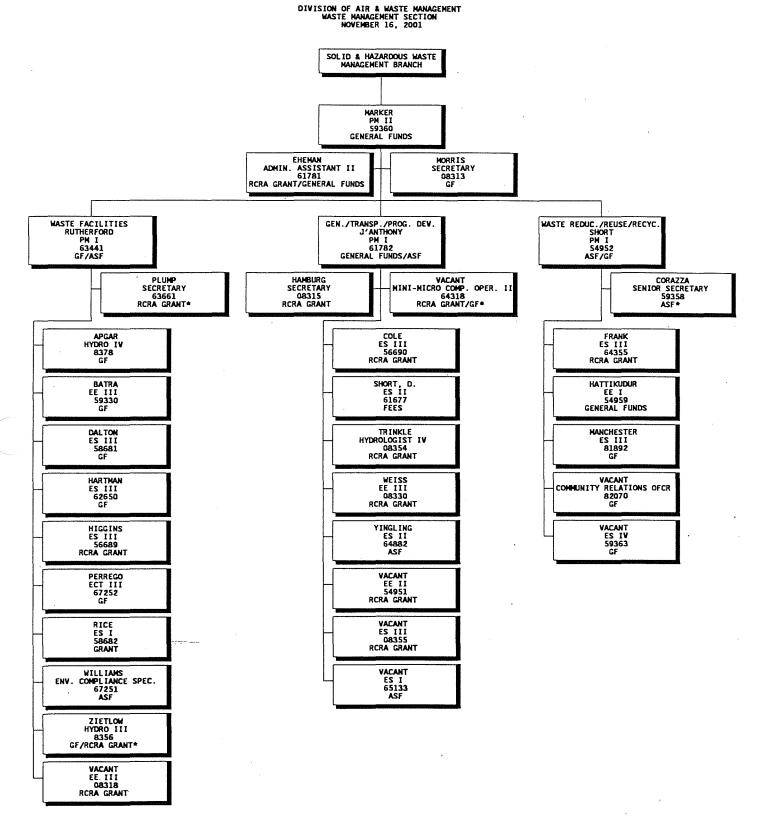
We have found it useful in achieving compliance to conduct various types of inspections beyond those required by the RCRA program. Spot inspections, in which no notice is provided to the generator or facility, have given more satisfactory long-term results than announced inspections. It appears, in some cases, that facilities or generators will do a quick cleanup job to meet the upcoming inspection and then allow compliance activities to lag until the next inspection is scheduled. By looking at facilities that have had minor violations, we can schedule spot inspections and correct these problems. Moreover, it appears that the higher the level of management advised of the problem, the more responsive the action taken.

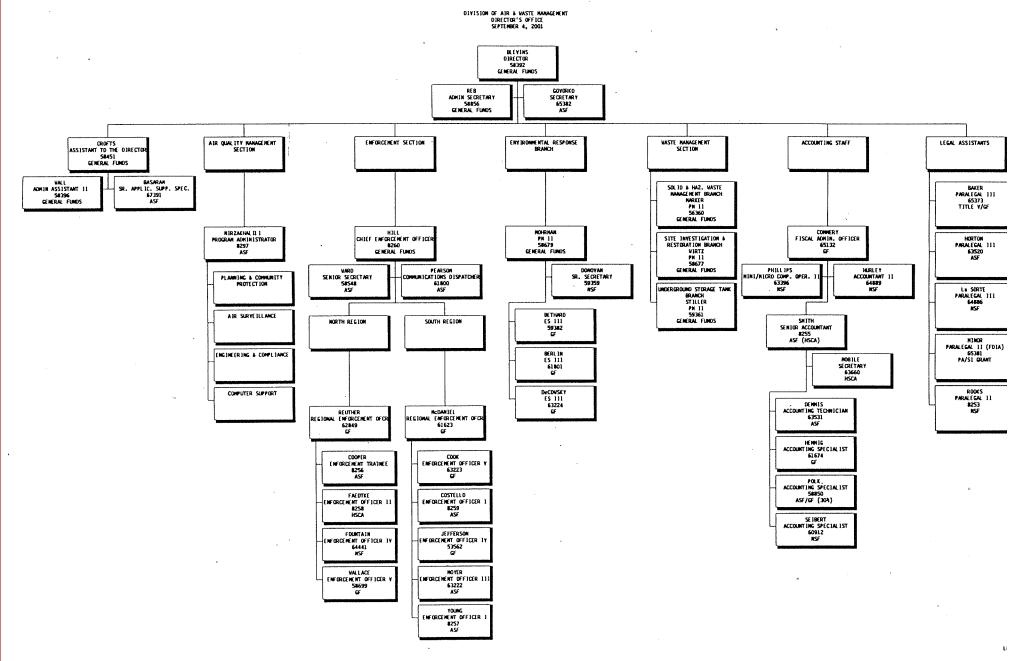
We look carefully at what we term "troubled companies." These are firms which have received NOVs or committed violations under other environmental programs within DNREC. We identify companies with chronic hazardous waste management problems and carefully focus or attention on these companies.

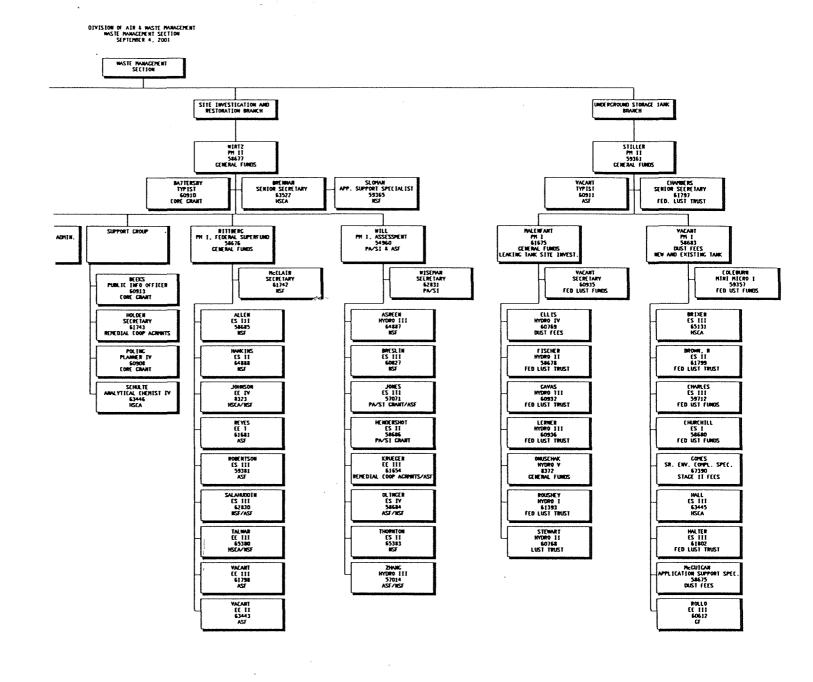
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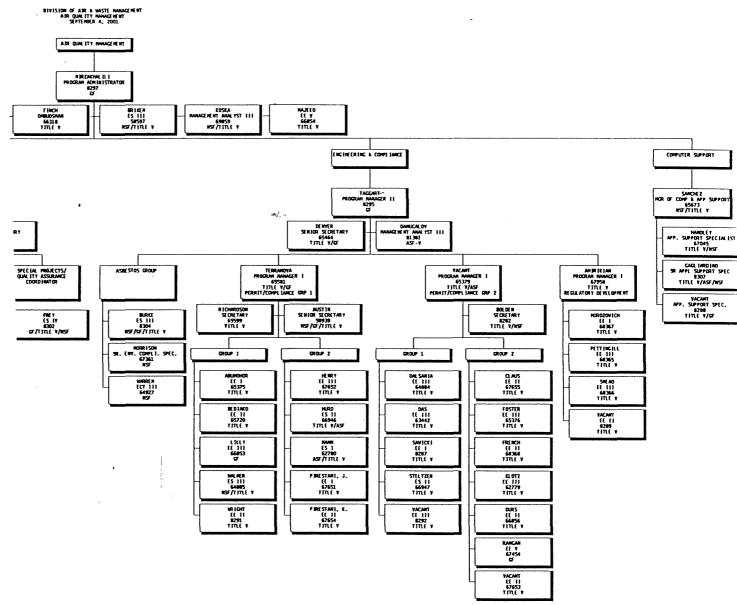
Attachment 4

Hazardous Waste Management Organization Chart









Attachment 5

Staffing And Funding

BUDGET INFORMATION SALARY AND FRINGE

OCTOBER 1, 2001 - SEPTEMBER 30, 2003

POS#	POSITION	% of	TWO YEAR	TWO YEAR
	TITLE	FTE	SALARY	FRINGE
			(FY02 & FY03)	(FY02 & FY03)
	FEDERAL SHARE			
63661	Secretary	1.00	47 711	17 200
08315	Secretary	1.00	47,711 57,613	17,300
08318	Environmental Engineer III (Vacant)	1.00	97,903	
08330	Environmental Engineer III (Vacant)	1.00	111,989	
54951	Environmental Engineer I (Vacant)	1.00	74,688	
08355	Environmental Scientist III	1.00		
	Environmental Scientist III		88,471	30,671
56689		1.00	78,323	The second secon
56690	Environmental Scientist III	1.00	90,018	
58682	Environmental Scientist I (Vacant)	1.00	59,751	20,341
64318	Mini/Micro Computer Op II (Vacant)	0.50	25,966	
08354	Hydrologist IV	1.00	112,781	34,979
61781	Administrative Assistant II (Vacant)	0.70	36,349	
64355	Environmental Scientist III	1.00	87,962	30,582
	(\$6,000 paid from E-cycle activity fu			
08356	Hydrologist III	0.50	45,748	15,605
	SUBTOTAL	12.70	\$1,015,274	\$327,291
	STATE MATCH			
64882	Environmental Scientist II	0.50	34,206	9,005
61677	Environmental Scientist II	0.75	71,076	
61782	Environmental Program Manager I	0.50	58,862	
63441	Env. Program Manager I	0.50	57,861	
59360	Environmental Program Manager II	0.25	33,542	
53562	Sr. Environmental Protection Officer	1.00	87,548	
08313	Secretary	0.25	12,592	
	SUBTOTAL	3.75	\$355,686	\$94,500
				
	TOTAL	16.45	\$1,370,961	\$421,791

BUDGET INFORMATION CONTRACTUAL OCTOBER 1, 2001 - SEPTEMBER 30, 2003

	FY	02 & FY03	FY02 & FY03
	GRAN	T FUNDING	STATE MATCH
State Personnel Charges	\$	6,350	
Analytical Services	\$	15,745	\$ 5,000
Legal	\$	15,863	\$ 5,000
E-cycle Activities	\$	7,000	
TOTAL:	\$	44,958	\$ 10,000
State Personnel Charges - These expenses are paid to our S			
for handling payroll, payroll deductions, pension issues, main			
hiring process. This is a yearly per position charge for federa			
is \$250 per position, and there are 12.70 federally funded pos	itions list	ed in this gran	nt application. Charges
for state funded positions are paid from state accounts.			•
Analytical Services are expenses that will be incurred for labo			
at various RCRA sites. This analysis will be performed at app	oropriate I	aboratories, t	o be
determined based on sample analysis requirements.			
	> 400	agal augnort	provided to
The legal charges are paid to the State's Attorney General's (the Hazardous Waste Management Branch regarding hazard			
the Hazardous Waste Management Branch regarding hazard			
	ous waste		

BUDGET INFORMATION SUPPLIES

OCTOBER 1, 2001 - SEPTEMBER 30, 2003

		
	FFY02 & FFY03	FFY02 & FFY03
	GRANT FUNDING	STATE MATCH
SUPPLIES		
Office Supplies	\$3,000	\$2,000
Health & Safety/Sampling Supplies	\$1,911	\$947
Computers & Computer Supplies	\$5,000	\$2,000
E-Cycle Activities *	\$7,000	
TOTAL	\$16,911	\$4,947
* E-Cycle - Please see attached E-C	cycle project description	

REQUESTED FOR FUNDING FFY02

PROJECT TITLE:

E-Cycle

ISSUE:

The collection and recycling of electronic wastes, which are oftentimes hazardous, are thwarted by regulatory requirements. Currently, generators of e-waste must comply with generator standards, utilize hazardous waste manifests, as well as, permitted hazardous waste transporters and ensure waste is received by a fully permitted TSDF. E-Cycle is a mechanism being piloted to encourage regulatory flexibility, and thus, encourage participation in recycling efforts.

OBJECTIVES:

- 1. Provide outreach to encourage public participation in the E-Cycle Initiative.
- 2. Require data collection.
- 3. Conduct data analysis.

TASKS:

#1: Develop and distribute advertising material via all media newspaper, television, etc.

#2: Collect data and help analyze to determine success of project and areas for improvement.

ESTIMATED PROJECT COST: \$20,000.00

Attachment 6

Notification Of Regulated Waste Activity Form

and

Non-Notifier Tracking Form

Please refer to Section V. Line-by-Line instructions for Completing EPA Form 8700-12 before completing this form. The information requested here is required by iaw (Section 3010 of the Resource Conservation and Recovery Act).

Notification of Regulated Waste Activity PEPA United States Environmental Protection Agency

Date Received (For Official Use Only)

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City VII. A. N Stree	Own	Fowi	ddres Mailin	Gee illatio	B. S	Stree	ns)	P.O.	Вож		pns)	В.	Land	Type		C. Ow		Sta	te ·		Cod	le	ler		- Conth		Changg	led Yea	

			ID - For Offici	al Use Only
VIII. Type of Regulated Waste Activity (Ma	ork IVI in the appropriate house.	-64-4-4		
A. Hazardous W		efer to Instru		
A. Hazardous VV			C. Used Oil N	flanagement Activities
1. Generator (See Instructions) a. Greater than 1000kg/mo (2,200 lbs.) b. 100 to 1000 kg/mo (220-2,200 lbs.) c. Less than 100 kg/mo (220 lbs) 2. Transporter (Indicate Mode in boxes 1-5 below) a. For own waste only b. For commercial purposes Mode of Transportation 1. Air 2. Rail 3. Highway 4. Water 5. Other - specify	 □ 3. Treater, Storer, Disp installation) Note: A prequired for this activinstructions. 4. Exempt Boiler and/or Informace □ a. Smelting, Melting, and ing Furnace Exemption □ b. Small Quantity On-Site Exemption □ 5. Underground Injection of 	permit Is vity, see ndustrial d Refinon e Burner	Facility - Activity(i a. Transi b. Transi 2. Used Oil Indicate a. Proces b. Re-refi 3. Off-Spec 4. Used Oil a. Market of Off- Used C b. Market Used C	porter fer Facility Processor/Re-refiner - Type(s) of Activity(ies) ssor
	,			
B. Universal W	aste Activity			
☐ Large Quantity Handler of Universal Wa	ste			
IX. Description of Hazardous Wastes (Usa	additional sheets if necessary)			
A. Listed Hazardous Wastes. (See 40 CFR	261.31 - 33; See instructions if yo	u need to list	t more than 12 wa	aste codes.)
•				
1 2	3 4		5	6
7 8	9 10		11	12
B. Characteristics of Nonlisted Hazardou nonlisted hazardous wastes your installating to list more than 4 toxicity characteristic w. 1. Ignitable (D001) (D002) (D003) Characteristic (D001) (D002) (D003) (D0	on handles; See 40 CFR Parts 261 aste codes.) (List specific EPA hazardous waste no	1.20 - 261.24; umber(s) for the	See instructions e Toxicity Character 3	if you need
C. Other Wastes. (State-regulated or other to	wastes requiring a handler to have	an I.D. numi	ber; See instructi	ions.)
1 2	3 4		5	6
X. Certification				
I certify under penalty of law that this document a system designed to assure that qualified per the person or persons who manage the syster submitted is, to the best of my knowledge and submitting false information, including the pos	sonnel properly gather and evalua n, or those persons directly respo belief, true, accurate, and comple	te the informations Insible for ga te. I am awa	ation submitted. Ithering the informer re that there are s	Based on my inquiry of mation, the information
Signature	Name and Official Title (Ty	pe or print)		Date Signed
XI. Comments				
Note: Mail completed form to the appropriate E	PA Regional or State Office. (See	Section IV o	of the booklet for	addresses.)

RCRA NON-NOTIFIER TRACKING FORM

Part I: Handler Data

To be completed by the compliance data coordinator.

Date of Assessment:		Initials:	
Facility Information:			
Handler:			
Street Address:	,		
City:	State: <u>DELAWARE</u> Zip:	County:	
Hazardous Waste Indicat		•	
Does this facility handle ha	zardous waste?		
[]YES			
[] NO			
What generator universe d	oes this handler belong in:		
Contact Information:	,		
Contact Name:	· · · · · · · · · · · · · · · · · · ·	Telephone No.	
Street Address:			
City:	State:	Zip:	
Supporting Documentation	on:		
[] Assessment Report			
Part II: EPA I.D. Assigned To be completed by the har			
EPA I.D. Assigned:		· 	
	://	\}	
Part III:	ndler data entry staff, if applicable.		
Date Notification Received:	1 1	·	

Attachment 7

Uniform Hazardous Waste Manifest



662-8802 AND THE NATIONAL RESPONSE CENTER (800) 424-802

SPILL IMMEDIATELY CALL THE DELAWARE EMERGENCY RESPONSE (800)

GENCY OR

CASE OF

STATE OF DELAWARE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL HAZARDOUS WASTE MANAGEMENT BRANCH, 89 KINGS HIGHWAY

DOVER, DELAWARE 19901 (Form designed for use on elite (12-pitch) typewriter.) Please print or type Form Approved, OMB No. 2050-0039 UNIFORM HAZARDOUS 1 Generator's US EPA ID No Manifest Document No Information in the shaded areas is not required by Federal WASTE MANIFEST Generator's Name and Mailing Address State Manifest Document Number DE-A- 56080 Generator's Phone (Transporter 1 Company Name US EPA ID Number C. State Transporter's ID D. Transporter's Phone ransporter 2 Company Name US EPA ID Number E. State Transporter's ID F. Transporter's Phone Designated Facility Name and Site Address US EPA ID Number G. State Facility's ID H. Facility's Phone 12. Containers 11 US DOT Description (Including Proper Shipping Name, Hazard Class, and ID Number) Unit Wt/Vo Total Waste No. Quantity b d: Additional Descriptions for Materials Listed Above K. Handling Codes for Wastes Listed Above b. C. d. 15 Special Handling Instructions and Additional Information GENERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked, and labeled, and are in all respects in proper condition for transport by highway according to applicable international and national government regulations. If I am a large quantity generator, I certify that I have a program in place to reduce the volume and toxicity of waste generated to the degree I have determined to be economically practicable and that I have selected the practicable method of treatment, storage, or disposal currently available to me which minimizes the present and future threat to human health and the environment. OR, if I am a small quantity generator. Thave made a good faith effort to minimize my waste generation and select the best waste management method that is available to me and that I can afford Printed/Typed Name Signature Month Day Year 17 Transporter 1 Acknowledgement of Receipt of Materials Printed/Typed Name Month Day Year Signature 18 Transporter 2 Acknowledgement of Receipt of Materials Month Day Printed Typed Name Signature Yea 19 Discrepancy Indication Space σ

EPA Form 8700-22(Rev. 9-88) Previous editions are obsolete.

Printed Typed Name

Month Day

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20 Facility Owner or Operator Certification of receipt of hazardous materials covered by this manifest except as noted in Item 19

Signature





DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL HAZARDOUS WASTE MANAGEMENT BRANCH, 89 KINGS HIGHWAY P.O. BOX 1401, DOVER, DELAWARE 19903

UNIFORM HAZARDOUS WASTE MANIFEST (Continuation Sheet)	21. Generator's US EPA ID No.	Manifest Document No.	22. Page	areas is n Federal lav	
Generator's Name			F. State Manif	est Document Num	ber
Transporter Company Name	25. US EPA ID Number		H. Transporte	r No. 3 Phone No.	
Transporter Company Name	27. US EPA ID Number		I Transaction	No. 4 Phone No.	
Company Name	27. 05 EPA 1D Number		i. Fransporter	NO. 4 Phone No.	
		29. Conta	inora	30. 31.	T
US DOT Description (Including Proper Shippin	g Name, Hazard Class, and ID Number)	No.	1 1	Total Unit	J. Waste No.
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